



Position Description

Position Details

Position Title	Emergency Management Officer
Responsible To	Group Manager, Regulatory and Planning
Employment Type	Permanent Part-time
Hours of work	32 hours per week
Location	District Office, Jellicoe Court, Kawerau

Position Purpose

The Emergency Management Officer is responsible for leading the CDEM local service delivery function, supporting the development and implementation of approaches, systems, networks, documents and templates that will help Council and communities prepare for, respond to, and recover from, an emergency event. The Emergency Management Officer will also organise and run community engagement events to socialize the importance of emergency management preparedness.

Council’s Vision

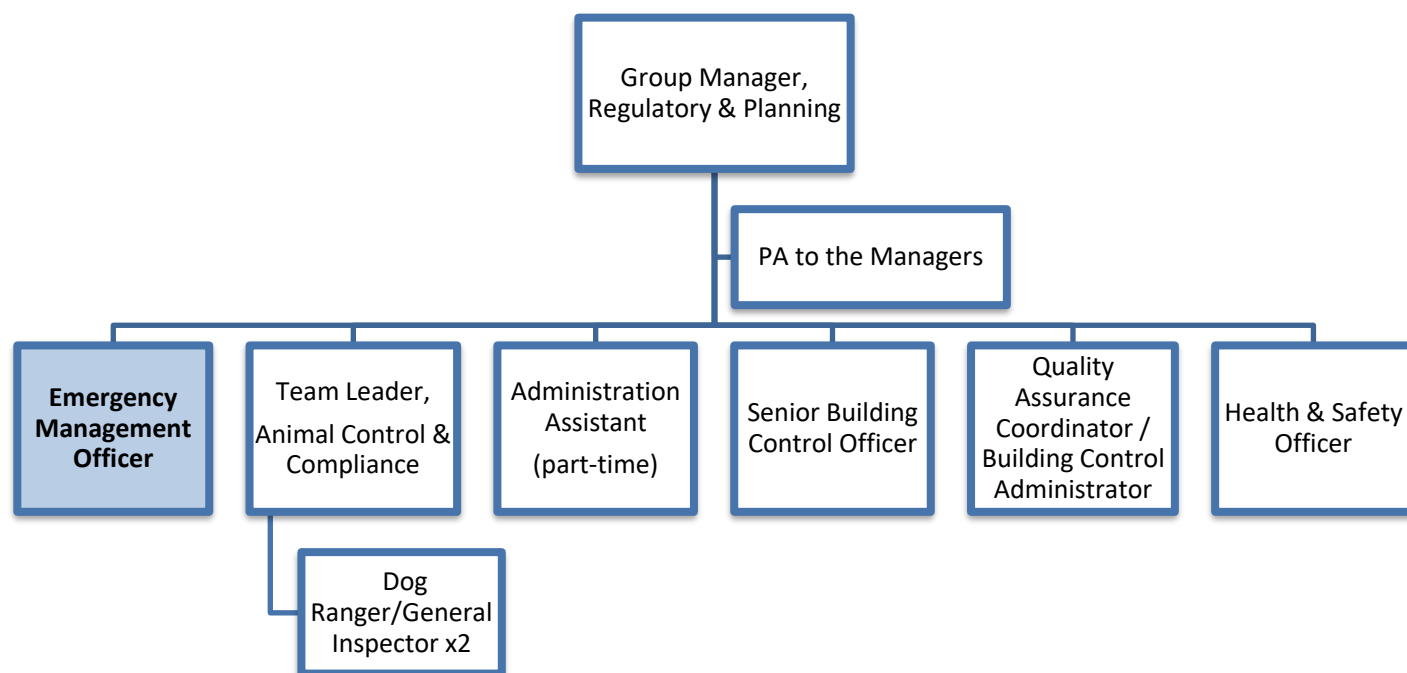
To create a resilient and sustainable Kawerau District that can meet the needs of the future.

Internal and External Relationships

Internal Relationships <ul style="list-style-type: none">• Council Elected Members• All Staff	External Relationships <ul style="list-style-type: none">• Emergency Management Bay of Plenty• Other Emergency Management Officers in the BOP• Emergency Services• National CDEM• Regional and Local Councils• General Public• Iwi• Community Boards and other community groups• Key stakeholders as appropriate
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Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.

Organisation Structure – Under Review



Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
VALUES	
The best interests of the organisation are represented at all times.	Council values are reflected in behaviours and professional delivery of the role.
COUNCIL EMERGENCY MANAGEMENT	
<ul style="list-style-type: none"> Ensuring work programmes reflect KDC's business needs. Ensuring the service delivery agreement with Emergency Management Bay of Plenty (EMBOP) aligns with national frameworks and responses, is in accordance with legislative requirements, reflects sector best practice, and incorporates the 4 "R"s of emergency management. Supporting the Local Controller and Recovery Managers to ensure the Council's Emergency Operation Centre (EOC) is managed efficiently, and teams are competent and resourced to effectively respond to an emergency. Supporting training (including delivery of exercises) for rostered staff to ensure it incorporates all critical functions of emergency management, has relevant resources, documentation (SOP's) Supporting staff by providing guidance that reflects regulatory and legislative requirements, and which 	<ul style="list-style-type: none"> Council staff and key stakeholders are competent in emergency management and successfully reach outcomes. Training records are well maintained and required training is booked/delivered. A continuous improvement process is implemented and followed through. Accurate, relevant and up-to-date reports are prepared as required. Service delivery is provided as per agreements and indicated in the Long Term Plan. Internal scenario based training is provided, enabling ongoing development of staff.

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<p>is regularly reviewed and kept up to date.</p> <ul style="list-style-type: none"> Identifying innovations for continuous improvement in what KDC does and what KDC is capable of delivering during an emergency. Monitoring and reporting against prescribed targets (such as LTP targets) and the Service Delivery Agreement with EMBOP. Organising a quarterly (or as required) Incident Management Team meeting. Participating and taking a key role in emergency events as required. Administration duties are provided efficiently and effectively as required, including but not limited to: <ul style="list-style-type: none"> Providing full support during emergencies to the local Controller, as required Project support and delivery as required. 	
COMMUNITY RESPONSE MANAGEMENT	
<ul style="list-style-type: none"> Develop, implement and monitor a Community Resilience Strategy and programme, including: <ul style="list-style-type: none"> Community Resilience and Response Plans, Standards, Guides and Procedures. Support Local Community Response Groups to maintain a state of operational readiness and ensure communities have a degree of self-sufficiency, and are able to respond effectively and recover quickly in an emergency. Support Community Leaders as they deliver community planning, and resilience building activities and events. Develop, implement, maintain and effectively manage a Volunteer Management Strategy and programme for emergency events. 	<ul style="list-style-type: none"> Strategies/plan/procedures are well documented, accurate and easy to follow. Strategies/plan/procedures are understood. Review of strategies/plan/procedures are timetabled, and the timetable is followed. Strong relationship held and maintained with community leaders. Key stakeholders are well informed and can respond if appropriate An effective and capable volunteer workforce is created, with clear expectations and outcomes communicated to that workforce.
RELATIONSHIP MANAGEMENT	
<ul style="list-style-type: none"> Internal relationships are effectively managed and maintained; and advice and support is provided to all staff involved in Emergency Management. Proactive collaboration is developed and maintained with Emergency Management Bay of Plenty and other Emergency Management Officers to ensure working partnerships are developed and maintained, and there is a strong teamwork focus ensuring all outcomes support community needs. Public education is provided on emergency preparedness and resilience planning to communities and core groups; including but not limited to schools, early childhood education centres, kindergartens, medical centres and rest homes. Internal training is coordinated and provided, as required, to ensure staff are competent and 	<ul style="list-style-type: none"> Public education program is established, well informed and followed. Positive feedback is received from key stakeholders and community groups regarding emergency management education. Internal staff are well supported and encouraged to seek assistance with training and understanding of requirements. Emergency management information requests are responded to promptly and in a professional manner,

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<p>confident in emergency management.</p> <ul style="list-style-type: none"> • Key stakeholders and customers receive high quality responses to feedback or correspondence in a timely manner that consistently reflect Council's objectives to promote the Kawerau District. • Consultation with interested groups and parties is professionally managed and promotes proactive, positive relationships. 	
ADDITIONAL DUTIES	
<ul style="list-style-type: none"> • Attend relevant training as required. • Complete other duties that may be required 	<ul style="list-style-type: none"> • Accept additional work, as appropriate and complete within agreed timeframes. • Take a whole of Council approach in any work undertaken.
HEALTH & SAFETY	
<ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions. • Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy. • Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care). 	<ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and illnesses are reported. • Emergency procedures are followed. • Safe work practices are demonstrated. • Participation in emergency drills and incidents as required.
GENERAL	
<ul style="list-style-type: none"> • Participate in the organisation's Personal Performance and Development Programme (PPD). • Participate in the organisation's business improvement programme. • Carry out any other relevant duties as reasonably required. 	<ul style="list-style-type: none"> • Unbiased and empowering PPDs completed with supervisor and reporting staff. • Consistent attendance at and participation in Team meetings. • Willingly accept tasks assigned and meet agreed deadlines.

Person Specification

Technical / Professional Qualifications / Experience

- A recognised tertiary qualification in a discipline relevant to emergency management, risk management and/or hazard management and/or relevant experience.
- Achieved, or is working towards, Coordinated Incident Management System (CIMS) Level 4.
- Demonstrated experience in Emergency Management, planning or related roles, preferably in Local Government.
- Demonstrated understanding and application of key local government Civil Defence and Emergency Management legislation and policies including understanding of the local government context and environment, and regional and national Civil Defence Emergency Management strategies, plans and guidelines, including Civil Defence Emergency Management Act 2002, National Disaster Resilience Strategy and the National CDEM Plan.

- Demonstrated experience in critical thinking, strategic planning, performance monitoring, report writing and building effective working relationships.
- Demonstrated experience of embedding a continuous improvement culture in business processes.
- New Zealand Class 1 drivers licence.

Knowledge / Skills / Attributes

- Well-developed communication and interpersonal skills with a client-focused approach to service delivery.
- Computer literate with familiarity of Microsoft applications and Teams. Can confidently use the internet and quickly learns new systems with the ability to share knowledge and upskill others.
- High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.
- Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.
- Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.
- Excellent decision-making and problem-solving ability. Can confidently analyse and apply key information with good judgement and takes accountability.